

## TITLE V, PART A - PROJECT COMPLETION REPORT INSTRUCTIONS

Submit the completed Project Completion Report to the Department of Education, Grants Management Office, 700 Governors Drive, Pierre, SD 57501.

**FINAL FISCAL REPORT:** Due when all obligations are liquidated and no later than **September 30** following the end of the fiscal year in which project was approved. All obligations should be liquidated by this date.

**PRELIMINARY REPORT:** Required only if there are outstanding obligations.

**BUDGET:** Enter the project budget from the approved Application for Funds as top line opposite each function.

**EXPENDITURES AND OBLIGATIONS:** Enter all expenditures and unpaid obligations on the second line opposite each function. The Preliminary report should include **all expenditures and obligations**; the Final Fiscal report should include only **expenditures**.

**OVER AND UNDER BALANCES:** For both the Preliminary report and the Final Fiscal report enter the differences between totals of the amount budgeted and the amount expended and obligated. Over expenditure differences should be shown in parentheses. The **GRAND TOTAL** at (Column [G], Line [II]) will indicate the amount of budget not expended and eligible for carryover. This amount added to the Funds not Budgeted equals Total Funds Available for Carryover. Funds available for carryover will be ***limited to twenty five (25)*** programs.

**TRANSFERABILITY OPTION SUMMARY:** Transferability is a flexibility option that permits school districts to transfer a portion of the funding that they receive under the Title II, Part A; Title II, Part D; and Title IV, Part A programs to their allocation under the Title V, Part A program so that they can address more effectively their unique needs.

**ORIGINATING SOURCE OF FUNDS TABLE (Complete only if using Transferability Option):** Enter the amount of funds that were transferred into Title V, Part A and drawn down from each of the listed source programs to support the Title V, Part A program. The Total Funds Used must equal the Grand Total Funds Expended\Obligated on Line II.

### **SUMMARY OF TITLE V, Part A FUNDS:**

1. From Financial Status Report (FSR) \ Line [10].
2. From Financial Status Report (FSR) \ Line [12].
3. TOTAL OF LINES 1 & 2 ABOVE. Total must agree with FSR, Line[13],
4. Total \*\*Exp/Obl must agree with Line IV, Column [F] of the Grand Total line.
5. TOTAL DUE STATE: Funds received by the LEA **in excess** of reported expenditures. These funds **must** be returned to the State and will be made
6. OUTSTANDING OBLIGATIONS: For the Preliminary report, this **MUST** equal the obligations as reported in Column C of the Financial Status Report. For the Final Fiscal report this line will be zero.